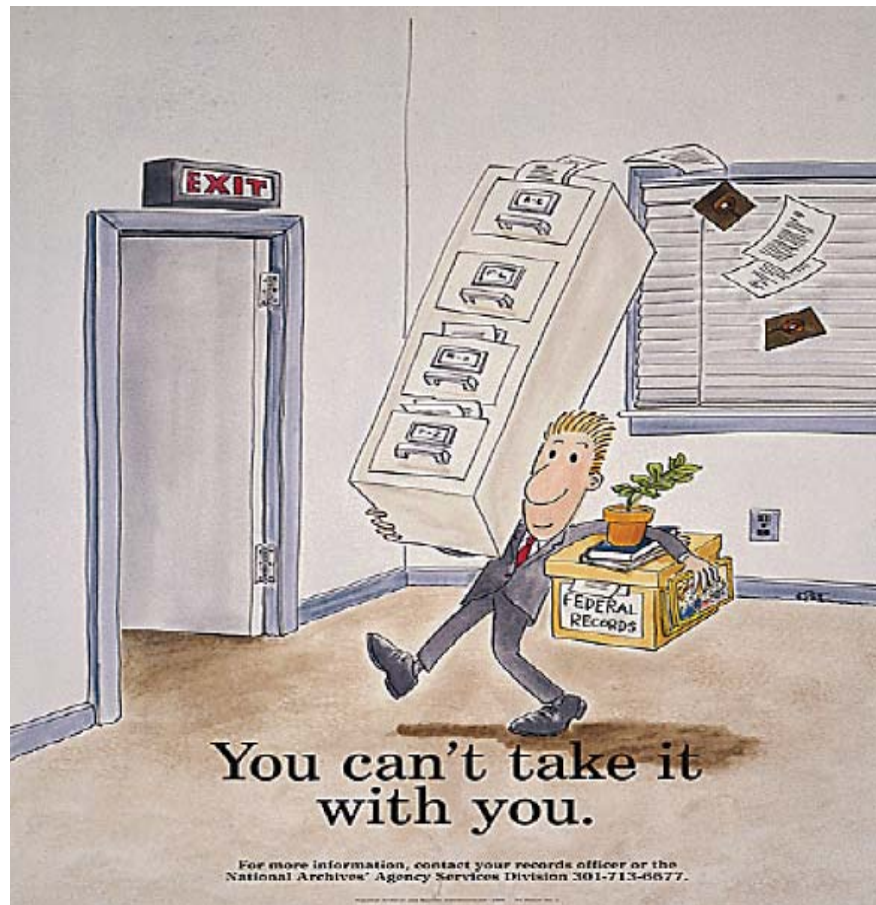


You Can't Take It With You!

Federal records may not be removed under any circumstances from the custody of the Department by departing employees.

Disposition of records is part of the [Department's Exit Procedure](#). Supervisors must reassign departing employee's records, or provide the records to their records custodian for integrating into office files.



For additional information click ["here"](#)

LIKE COMPUTERS AND OFFICE EQUIPMENT, RECORDS ARE GOVERNMENT PROPERTY!